

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**December 17, 2015**

SUBJECT: Proposed two lot minor partition of 1925 19<sup>th</sup> Street.

FILE: PA-15-46

ATTENDEES: Applicants: Adam Hoesly, Matt Edwards, Trisha Clark  
Staff: Peter Spir (Planning), Khoi Le (Engineering)

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*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. **These comments are PRELIMINARY in nature.** Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

**Site Information**

Site Address: 1925 19<sup>th</sup> Street  
Lot Area: 21,881 square feet  
Neighborhood: Willamette NA  
Comp. Plan: Low density residential  
Zoning: R-10 (Single family residential detached / 10,000 square foot minimum lot size)  
Applicable code: CDC Chapter 85: Land Division  
CDC Chapter 11: R-10

**Project Details:** The applicant proposes a two lot minor partition. The existing house is proposed to be removed. That task will have to be completed prior to recording the final plat. The new lots would each have direct frontage onto 19th Street. Constructing a new house on the property during the partition process would be permitted so long as the house meets the setbacks from the future lot line(s).

The ROW abutting this site is inadequate: 36 feet wide. Additional ROW is needed plus street, curb and sidewalk improvements. Payment of fees in lieu for improvements is an option.

The applicant must inventory and map all trees on the property by location, type, size and tag them in the field. Mike Perkins, the City Arborist, will then make a determination of the significance for these trees ([mperkins@westlinnoregon.gov](mailto:mperkins@westlinnoregon.gov)).

### **Engineering Division Comments**

Contact Khoi Le at [kle@westlinnoregon.gov](mailto:kle@westlinnoregon.gov) or 503-722-5517 for engineering requirements. Contact Ty Darby from Tualatin Valley Fire and Rescue (TVF&R) at [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com) for their requirements.

### **Process**

For the minor partition, address the submittal requirements and provide responses to the approval criteria of CDC Chapter 85. (85.150, 85.160, 85.170 and 85.200) There is a deposit fee of \$2,800 plus a final plat fee of \$1,500 and a final inspection fee of \$500. The CDC is online at <http://westlinnoregon.gov/cdc>.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, staff will provide notice per CDC Chapter 99 and schedule a decision date by the Planning Manager. There is no public hearing required. Appeals of the Planning Manager's decision are heard by City Council.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

### ***Typical land use applications can take 6-10 months from beginning to end.***

**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes***. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***